Useful Phone Numbers

Help Line

Australia	+1-800-33-11-77
Canada	+1-800-665-4339
Europe	00-800-1810-1810
Mexico	+1-800-234-1185
United States	+1-800-955-0959

Fellowes

Australia	+61-3-8336-9700
Benelux	+31-(0)-76-523-2090
Canada	+1-905-475-6320
Deutschland	+49-(0)-5131-49770
Espana	+34-91-748-05-01
France	+33-(0)-1-30-06-86-80
Italia	+39-071-730041
Japan	+81-(0)-3-5496-2401
Korea	+82-(0)-2-3462-2844
Malaysia	+60-(0)-35122-1231
Polska	+48-(22)-481-96-12
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600

PS-63t/PS-68Ct

Please read these instructions before use.
Do not discard: keep for future reference.

Fellowes 1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

fellowes.com

Australia Benelux Canada China Deutschland España France Italia Japan Korea Polska Singapore United Kingdom United States

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Declaration of Conformity

Fellowes Manufacturing Company
Yorkshire Way, West Moor Park
Doncaster, South Yorkshire, DN3 3FB, England
declares that the product
Model PS-63t and PS-68Ct

conform with the requirements of the Restriction of Hazardous Substances Directive (2002/95/EC), Low Voltage Directive (2006/95/EC) and the Electromagnetic Compatibility Directive (2004/108/EC) and the following harmonized European Names (EN Standards) and IEC Standards.

Safety: EN 60950-1:2006
EN 294:1992

EMC: Standard
EN 55014-1:2006
EN 55014-2/A1:2001
EN 61000-3-2:2006
EN 61000-3-3:A2:2005

Itasca, Illinois, USA
December 2, 2008

James Fellowes

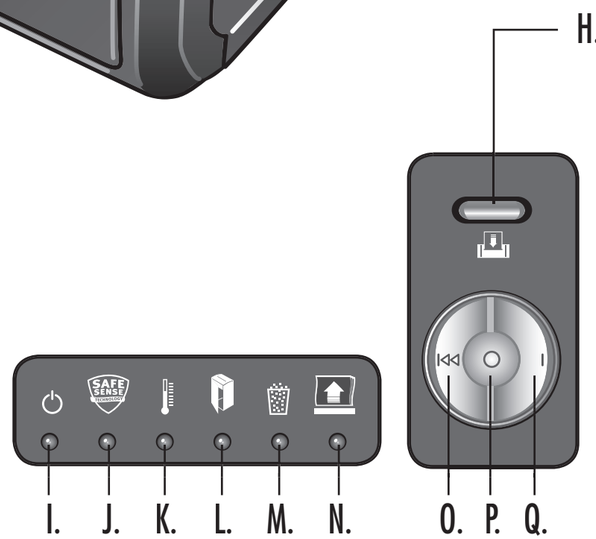
James Fellowes

DATE OF PURCHASE

SERIAL NUMBER

Serial Number is located on inside of cabinet.

Serial Number



ENGLISH

Model PS-63t/PS-68Ct

KEY

A. SafeSense® Technology
B. Paper entry
C. See safety instructions
D. Pullout bin
E. Disconnect power switch
F. SafeSense® override switch
G. Power controls
H. Turbo jam button
I. On light (green)
J. SafeSense® indicator (yellow)
K. Overheat (red)
L. Bin open (red)
M. Bin full (red)
N. Remove paper (red)
O. Reverse
P. Off
Q. On

CAPABILITIES

Will shred: Paper, credit cards, staples and small paper clips

Will not shred: Adhesive labels, continous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:
Cross-Cut ..... 3.9 x 50mm
Strip-Cut 5.8mm

Maximum:
Sheets per pass (Cross-cut) 8*
Sheets per pass (Strip-cut) 10*
Cards per pass 1*
Paper entry width 230mm

*A4, (70g) paper at 220-240V, 50 Hz, 1 Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 25–50 shredding passes per day, 25 credit cards. 8 sheets cross-cut, 10 sheets strip-cut per pass.

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity.

ADVANCED PRODUCT FEATURES

Turbo Jam System
Gets out of paper jam quick and easy.

TECHNICAL EXPLANATION

The Turbo Jam Button helps you power through Jams with a push of a button.

Patented SafeSense® Technology
Stops shredder immediately when hands are too close to the paper entry.

TECHNICAL EXPLANATION

Shredder will stop automatically and indicator will light up when hands are too close to the paper entry.

Shredder will resume normal operation when hands are no longer near the paper entry.

Flashing indicator warns when SafeSense® technology has been shut off.

SilentShred™ Technology
SilentShred™ noise quality shreds without noisy disruptions.

TECHNICAL EXPLANATION

SilentShred™ motor features whisper-quiet, efficient shredding performance without the noisy disruptions.

⚠WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (◁◁) to back out object.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Disconnect Power Switch (G) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Do not put foreign objects in paper entry.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

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Norwegian

Dette produktet klassifiseres som elektrisk og elektronisk utstyr. Hvis du har tenkt å bortskaffe dette produktet, vennligst se til at du gjør dette i overensstemmelse med det europeiske WEEE-direktivet (Waste of Electrical and Electronic Equipment) og ifølge lokalt lovverk forbundet med dette direktivet.

For mer informasjon om WEEE-direktivet, vennligst besøk www.fellowesinternational.com/WEEE

Polish

Ten produkt został zaklasyfikowany do grupy urządzeń elektrycznych i elektronicznych. W celu pozbycia się zużytego sprzętu będącego w Państwa posiadaniu należy postępować zgodnie z Europejską Dyrektywą w sprawie zużytego sprzętu elektrycznego i elektronicznego (WEEE) oraz z lokalnie obowiązującym prawem.

Więcej informacji znajdziecie Państwo na stronie www: www.fellowesinternational.com/WEEE

Russian

Данное изделие классифицировано как электрическое и электронное оборудование. Когда придет время утилизировать данное изделие, пожалуйста, обеспечьте соблюдение Директивы Евросоюза об утилизации отходов электрического и электронного оборудования (Waste of Electrical and Electronic Equipment, WEEE) и местных законов, связанных с нею.

Для получения дополнительной информации о директиве WEEE, пожалуйста, посетите веб-сайт
www.fellowesinternational.com/WEEE

Greek

Αυτό το προϊόν είναι ταξινομημένο ως Ηλεκτρικός και Ηλεκτρονικός Εξοπλισμός. Σε περίπτωση που θέλετε ν' απορρίψετε αυτό το προϊόν, παρακαλείσθε να βεβαιωθείτε ότι κάνετε την απόρριψη σύμφωνα με την Ευρωπαϊκή Οδηγία σχετικά με τα Απόβλητα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (WEEE) και σύμφωνα με τους τοπικούς νόμους που σχετίζονται μ' αυτή την οδηγία.

Για περισσότερες πληροφορίες σχετικά με την Οδηγία WEEE, παρακαλείσθε να επισκεφτείτε την ιστοσελίδα www.fellowesinternational.com/WEEE

Turkish

Bu ürün, Elektriksel ve Elektronik Ekipman olarak sınıflandırılmıştır. Bu ürünü bertaraf etme zamanı geldiğinde, lütfen bunun Avrupa Elektriksel ve Elektronik Ekipmanların Atılması (WEEE) Yönetmeliği ve bu yönetmekle ilgili yerel kanunlar uyarınca yapıldığından emin olun.

WEEE Yönetmeliği hakkında daha fazla bilgi için lütfen www.fellowesinternational.com/WEEE sitesini ziyaret edin

Czech

Tento výrobek je klasifikován jako elektrické a elektronické zařízení. Po skončení jeho životnosti zajistěte jeho likvidaci v souladu se Směrnicí 2002/96/ES o odpadu z elektrických a elektronických zařízeních (OEEZ) a v souladu s místními předpisy, které s touto směrnicí souvisí.

Více informací o směrnici OEEZ najdete na stránkách www.fellowesinternational.com/WEEE

Slovak

Tento produkt je klasifikovaný ako elektrické a elektronické zariadenie. Ak nastane as zlikvidova tento produkt, zabezpe te, prosím, aby ste tak urobili v súlade s Európskou smernicou o odpade z elektrických a eletronických zariadeniach (WEEE) a v zhode s miestnymi zákonmi vz ahujúcimi sa na túto smernicu.

Podrobnejšie informácie o Smernici WEEE nájdete na www.fellowesinternational.com/WEEE

Hungarian

Ez a termék Elektromos és elektronikus berendezés besorolású. Ha eljönne az id , amikor ki kell dobnia a terméket, akkor kérjük, gondoskodjon arról, hogy ezt az Európai elektromos és elektronikus berendezések hulladékiaról szóló (WEEE) irányelv szerint tegye, megfelelve az irányelvhez kapcsolódó helyi törvényeknek is.

A WEEE Irányelvre vonatkozó további információkért kérjük, keresse fel a www.fellowesinternational.com/WEEE internetes címet

Portuguese

Este produto está classificado como Equipamento Eléctrico e Electrónico. Quando chegar a altura de eliminar este produto, certifique-se de que o faz em conformidade com a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE) e em observância da legislação local relativa a esta directiva.

Para obter mais informações sobre a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE), visite o endereço www.fellowesinternational.com/WEEE

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W.E.E.E.

English

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit www.fellowesinternational.com/WEEE

French

Ce produit est classé dans la catégorie « Équipement électrique et électronique ». Lorsque vous déciderez de vous en débarrasser, assurez-vous d'être en parfaite conformité avec la directive européenne relative à la gestion des déchets d'équipements électriques et électroniques (DEEE), et avec les lois de votre pays liées à cette directive

Pour obtenir des plus amples informations sur cette directive, rendez-vous sur
www.fellowesinternational.com/WEEE

Spanish

Se clasifica este producto como Equipamiento Eléctrico y Electrónico. Si llegase el momento de deshacerse de este producto, asegúrese que lo hace cumpliendo la Directiva Europea sobre Residuos de Equipamiento Eléctrico y Electrónico (Waste of Electrical and Electronic Equipment, WEEE) y las leyes locales relacionadas con esta directiva.

Para más información acerca de la Directiva WEEE, visite www.fellowesinternational.com/WEEE

German

Dieses Produkt ist als Elektro- und Elektronikgerät klassifiziert. Wenn Sie dieses Gerät eines Tages entsorgen müssen, stellen Sie bitte sicher, dass Sie dies gemäß der Europäischen Richtlinie zu Sammlung und Recycling von Elektro- und Elektronikgeräten (WEEE) und in Übereinstimmung mit der lokalen Gesetzgebung in bezug auf diese Richtlinie tun.

Mehr Informationen zur WEEE-Richtlinie finden Sie unter: www.fellowesinternational.com/WEEE

Italian

Questo prodotto è classificato come Dispositivo Elettrico ed Elettronico. Al momento dello smaltimento di questo prodotto, effettuarlo in conformità alla Direttiva Europea sullo Smaltimento dei Dispositivi Elettrici ed Elettronici (WEEE) e alle leggi locali ad essa correlate.

Per ulteriori informazioni sulla Direttiva WEEE, consultare il sito www.fellowesinternational.com/WEEE

Dutch

Dit product is geclassificeerd als een elektrisch en elektronisch apparaat. Indien u besluit zich te ontdoen van dit product, zorg dan a.u.b. dat dit gebeurt in overeenstemming met de Europese richtlijn inzake afval van elektrische en elektronische apparaten (AEEA) en conform de locale wetgeving met betrekking tot deze richtlijn.

Voor meer informatie over de AEEA-richtlijn kunt u terecht op www.fellowesinternational.com/WEEE

Swedish

Denna produkt är klassificerad som elektrisk och elektronisk utrustning. När det att dags att omhänderta produkten för avfallshantering se då till att detta utförs i enlighet med WEEE-direktivet om hantering av elektrisk och elektronisk utrustning och i enlighet med lokala bestämmelser relaterade till detta direktiv.

För mer information om WEEE-direktivet besök gärna www.fellowesinternational.com/WEEE

Danish

Dette produkt er klassificeret som elektrisk og elektronisk udstyr. Når tiden er inde til at bortskaffe dette produkt, bedes De sørge for at gøre dette i overensstemmelse med det Europæiske direktiv om affald af elektrisk og elektronisk udstyr (WEEE) og i henhold til de lokale love, der relaterer til dette direktiv.

For yderligere oplysninger om WEEE-direktivet bedes De besøge www.fellowesinternational.com/WEEE

Finnish

Tämä tuote luokitellaan sähkö- ja elektroniikkalaitteeksi. Kun tuote poistetaan käytöstä, se on hävitettävä sähkö- ja elektroniikkalaiteromusta annetun EY:n direktiivin (WEEE) ja direktiivin liittyvän kansallisen lainsäädännön mukaisesti.

Lisätietoja WEEE-direktiivistä on osoitteessa www.fellowesinternational.com/WEEE

BASIC SHREDDING OPERATION

PS-63i PS-68Ct

Continuous operation:
PS-63i: 10 min. maximum
20 min. cool down

PS-68Ct: 10 min. maximum
15 min. cool down

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond maximum will trigger 15 or 20 minute cool down period.

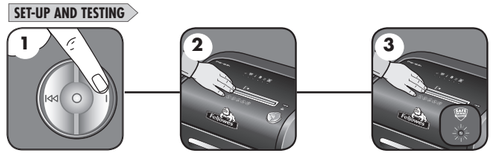
PAPER OR CD/CARD

1. Plug in and put disconnect power switch in ON (I) position
2. Press ON (I) to start shredder
3. Feed paper straight into paper entry and release
4. When finished shredding set to OFF (○)

SAFESENSE® TECHNOLOGY OPERATION

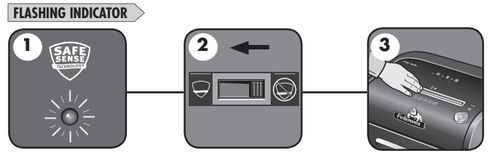
Stops shredder immediately when hands are too close to the paper entry.

SET-UP AND TESTING



1. Turn the shredder ON (I) to activate SafeSense®
2. Touch test area and look for the SafeSense® indicator to illuminate
3. SafeSense® is active and working properly

FLASHING INDICATOR



1. SafeSense® is deactivated when indicator is flashing
2. Shift override switch to the "active" position, reactivating SafeSense®
3. Confirm the indicator is no longer flashing and retest by putting your hand on the test area

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ADVANCED PRODUCT FEATURE MAINTENANCE AND TROUBLESHOOTING

TURBO JAM SYSTEM

Get out of a paper jam quick and easy.

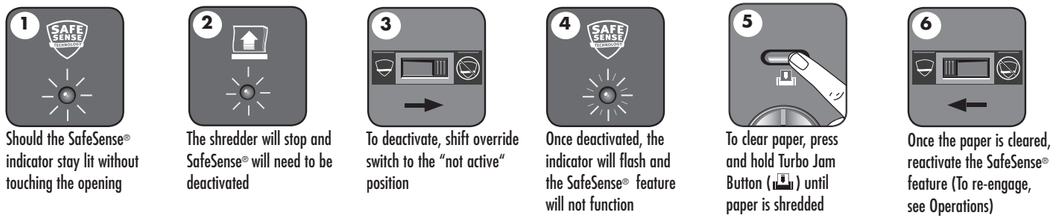
CLEARING A JAM

1. Press and hold Turbo Jam Button ( )
2. Press and hold reverse key ( ) for 1 second
3. Remove all uncut paper from paper entry
4. Press and hold Turbo Jam Button ( )
5. Repeat procedure if still in jam mode

SAFESENSE® TECHNOLOGY

Stops shredder immediately when hands are too close to the paper entry.

DISABLING THE FEATURE



1. Should the SafeSense® indicator stay lit without touching the opening
2. The shredder will stop and SafeSense® will need to be deactivated
3. To deactivate, shift override switch to the "not active" position
4. Once deactivated, the indicator will flash and the SafeSense® feature will not function
5. To clear paper, press and hold Turbo Jam Button ( ) until paper is shredded
6. Once the paper is cleared, reactivate the SafeSense® feature (To re-engage, see Operations)

BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

OILING SHREDDER *(Cross-cut only)*

FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE

1. *Apply oil across entry
2. Press and hold Turbo Jam Button ( ) 2-3 seconds
3. Shred one sheet
4. Press and hold Turbo Jam Button ( ) 2-3 seconds

CAUTION ***Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250***

- All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present (Note: two paper detection sensors are located in the center of the paper entry).

TO CLEAN THE SENSORS

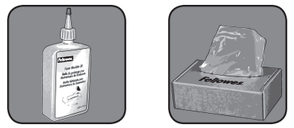
1. Turn off and unplug shredder
2. Locate Auto-start infared sensor
3. Dip cotton swab in rubbing alcohol
4. Using cotton swab, wipe away any contamination from the paper sensors

PREVENTIVE MAINTENANCE AND MISCELLANEOUS TROUBLESHOOTING

- Run shredder once a day in reverse for 15 seconds to clear cutters
- Empty wastebasket when bin full indicator light is illuminated using bag # 36052
- Shredder will not function if the pull-out bin is not pushed all the way in, or if bin needs to be emptied.
- When shredding for a prolonged period of time, the motor can become warm and require a cool down period. When this occurs the overheat indicator will alert you to the problem, this model will require 20 minutes to cool down.

ACCESSORIES

Maintenance is an important part of protecting your investment. Don't forget oil and shredder bags.



Shredder oil – #35250

PS-63t and PS-68Ct Shredder plastic bag – #36052

PROBLEM STILL NOT SOLVED?

Fellowes is committed to giving our customers the support and service they deserve. That is why we offer several options for you to find technical information, step-by-step assistance and personal attention.

- **www.fellowes.com** features an extensive on-line support section with a number of self-service options
- Our customer service professionals are dedicated to resolve any of your issues

Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.

WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 2 year from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.
This warranty does not apply in cases of abuse, mishandling, or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product.
This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law.
For more details or to obtain service under this warranty, please contact us or your dealer.

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